

## **TRAVEL POLICY**

### **PURPOSE**

This policy is intended to ensure consistent guidelines for official university travel. No part of this policy shall conflict with university policy or applicable laws. For further information on travel guidelines and reimbursement rates, consult official university policy.

### **POLICY**

1. Approval
  - All travel for student media purposes must be approved by the editor/manager and media adviser three weeks prior to the trip and is contingent upon availability of funds within the medium's budget.
  - When the final destination is not known three weeks prior to the travel, the appropriate approvals should be obtained as soon as practical before the travel.
2. Meal reimbursement
  - Reimbursement for meals is based on the student's time of departure and return. It is the student's responsibility to document arrival and departure times on the Travel Authorization Form and to turn in all receipts.
  - Students will be reimbursed up to the amount allowed by official university policy.
3. Lodging
  - Students will work with the front office to make arrangements for lodging in an efficient and cost-effective manner. When possible, direct billing will be arranged for room and tax costs only.
4. Airline travel
  - Airline travel will be made on the least expensive and efficient airline.
  - Reservations will be made by the Student Media office staff in conjunction with the student traveling to ensure that specific time requirements are met.
  - The university does not reimburse for flight insurance.
  - No airline reservations will be made within two weeks of the travel date.
  - Any increases in travel costs due to changing tickets will be the responsibility of the person traveling.
  - Frequent flyer miles accrued or travel vouchers obtained while traveling remain the property of the person traveling.
5. Vehicle
  - University vehicles should be used when possible and should be reserved at least three weeks prior to departure.
  - Only when no university vehicle is available will students be reimbursed for mileage at the rate mandated by state law.